

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: November 1, 2005
	Section 10: Institutional Child Abuse/ Neglect Intake Reports	Version: 1

POLICY

- The Indiana Department of Child Services (DCS) will receive reports of institutional child abuse/neglect (CA/N)
- The local DCS office in the county where the alleged child abuse/neglect (CA/N) occurred will coordinate the intake process.

Code References

- N/A

PROCEDURE

The intake worker will:

1. Gather as much information as possible to create a thorough CA/N intake report (see separate policy, [“Creating a CA/N Intake Report”](#)).
2. Select “institutional CA/N” in ICWIS.
3. Document the name and location of the institution where the alleged CA/N took place.
4. Follow procedures outlined in separate policy, [Initial Evaluation of CA/N Intake Reports](#).

PRACTICE GUIDANCE

Examples of institutions include but are not limited to:

- Foster family homes
- Residential child-caring institutions
- Juvenile correctional facilities
- Group homes
- Pediatric nursing homes
- Detention centers

FORMS AND TOOLS

- N/A

RELATED INFORMATION

- N/A